

DD/A Registry

File

PR-4  
PR-Outreach

DD/A 77-5033  
12 September 1977

MEMORANDUM FOR: Director, OCR

FROM : Michael J. Malanick  
Acting Deputy Director for Administration

SUBJECT : Tours of Headquarters Building

1. As you are probably aware, a tour of the first floor of the Headquarters Building is planned for the families of Agency employees on two Saturdays, 24 September and 1 October 1977. There will be three sessions on both Saturdays, 0900/1030/1200 hours, beginning with a brief welcoming statement by the Director and a fifteen minute multi-dimensional presentation on the history of intelligence in the auditorium.

2. One of the areas opened for visit is the Library. I would like to ask that you have one of your people available in the Library both Saturdays who would be able to provide information and answer questions. I plan to speak to those individuals who are selected to act as tour guides or those who would provide information on displays on Thursday, 22 September, 1000 hours in Room 7D32. The purpose of gathering these people will be to provide guidelines and instructions on what will be expected of them. It would be appreciated if you could provide the names of those who will be involved to [ ] by COB, 19 September.

STATINTL

3. Your cooperation is appreciated.

/s/ Michael J. Malanick

Michael J. Malanick

Attachment:  
Exhibit Tour Map

STATINTL

[ ] se (12 Sept 1977)  
Distribution:

- Orig - Addressee w/Tour Map
- ✓ 1 - DDA Subject w/TourMap
- 1 - DDA Chrono w/o Map
- 1 - [ ] Chrono

STATINTL

DD/A 77-5033

12 September 1977

MEMORANDUM FOR: Director, Office of Training

FROM : Michael J. Malanick  
Acting Deputy Director for Administration

SUBJECT : Tours of Headquarters Building

1. As you are probably aware, a tour of the first floor of the Headquarters Building is planned for the families of Agency employees on two Saturdays, 24 September and 1 October 1977. There will be three sessions on both Saturdays, 0900/1030/1200 hours, beginning with a brief welcoming statement by the Director and a fifteen minute multi-dimensional presentation on the history of intelligence in the auditorium.

STATINTL

2. It would be appreciated if you could provide [ ] by COB, 19 September, the names of those who will be present on both Saturdays to provide information on your exhibits. I plan to speak to those individuals who are selected as tour guides or those who would provide information on displays on Thursday, 22 September, 1000 hours in Room 7D32. The purpose of gathering these people will be to provide guidelines and instructions on what will be expected of them.

3. Your cooperation is appreciated.

/s/ Michael J. Malanick

Michael J. Malanick

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DD/A 77-5033  
12 September 1977

MEMORANDUM FOR: Director, NPIC

FROM : Michael J. Malanick  
Acting Deputy Director for Administration

SUBJECT : Tours of Headquarters Building

1. As you are probably aware, a tour of the first floor of the Headquarters Building is planned for the families of Agency employees on two Saturdays, 24 September and 1 October 1977. There will be three sessions on both Saturdays, 0900/1030/1200 hours, beginning with a brief welcoming statement by the Director and a fifteen minute multi-dimensional presentation on the history of intelligence in the auditorium.

2. The NPIC exhibits will, of course, be a a major part of the tour. It would be appreciated if you would have individuals available for answering questions or providing information on your displays. I plan to speak to those individuals who would provide information on displays or act as tour guides on Thursday, 22 September, 1000 hours in Room 7D32. The purpose of gathering these people will be to provide guidelines and instructions on what will be expected of them. It would be appreciated if you could provide [redacted] by COB, 19 September, the names of the people who will be present on the two Saturdays.

3. Your cooperation is appreciated.

/s/ Michael J. Malanick

Michael J. Malanick

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Exhibit Tour Map

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- 1 - [redacted] Chrono
- 1 - *MJM*

DD/A 77-5033

12 September 1977

MEMORANDUM FOR : Director, OTS  
FROM : Michael J. Malanick  
Acting Deputy Director for Administration  
SUBJECT : Tours of Headquarters Building

1. As you are probably aware, a tour of the first floor of the Headquarters Building is planned for the families of Agency employees on two Saturdays, 24 September and 1 October 1977. There will be three sessions on both Saturdays, 0900/1030/1200 hours, beginning with a brief welcoming statement by the Director and a fifteen minute multi-dimensional presentation on the history of intelligence in the auditorium.

2. Your exhibit on "Clandestine Technologies" will, of course, be an important part of the tour. It would be appreciated if you would have at least one individual available both Saturdays to respond to questions relating to your exhibit. I plan to speak to those individuals who are selected to act as tour guides or those who would provide information on displays on Thursday, 22 September, 1000 hours in Room 7D32. The purpose of gathering these people will be to provide guidelines and instructions on what will be expected of them. It would be appreciated if you could provide the names of those who will be involved to [ ] by COB, 19 September.

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/s/ Michael J. Malanick

Michael J. Malanick

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12 September 1977

MEMORANDUM FOR: Director, OGCR

FROM : Michael J. Malanick  
Acting Deputy Director for Administration

SUBJECT : Tours of Headquarters Building

1. As you are probably aware, a tour of the first floor of the Headquarters Building is planned for the families of Agency employees on two Saturdays, 24 September and 1 October 1977. There will be three sessions on both Saturdays, 0900/1030/1200 hours, beginning with a brief welcoming statement by the Director and a fifteen minute multi-dimensional presentation on the history of intelligence in the auditorium.

2. Your exhibit "Maps and Tools for Intelligence" will, of course, be a prominent part of the tour. It would be appreciated if you would have an individual available on both Saturdays to provide information and answer questions concerning the exhibit. I plan to speak to those individuals who are selected to act as tour guides or those who would provide information on displays on Thursday, 22 September, 1000 hours in Room 7D32. The purpose of gathering these people will be to provide guidelines and instructions on what will be expected of them. It would be appreciated if you could provide the names of those who will be involved to [REDACTED] INTL by COB, 19 September.

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/s/ Michael J. Malanick

Michael J. Malanick

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DD/A 77-5033

12 September 1977

MEMORANDUM FOR : Director, Office of Security  
FROM : Michael J. Malanick  
Acting Deputy Director for Administration  
SUBJECT : Tours of Headquarters Building

1. As you are probably aware, a tour of the first floor of the Headquarters Building is planned for the families of Agency employees on two Saturdays, 24 September and 1 October 1977. There will be three sessions on both Saturdays, 0900/1030/1200 hours, beginning with a brief welcoming statement by the Director and a fifteen minute multi-dimensional presentation on the history of intelligence in the auditorium.

2. It would be appreciated if you would designate one individual both Saturdays who would be available to provide information or answers to questions concerning your exhibit "Security for Intelligence." I plan to speak to those individuals who are selected to act as tour guides or those who would provide information on displays on Thursday, 22 September, 1000 hours in Room 7D32. The purpose of gathering these people will be to provide guidelines and instructions on what will be expected of them. It would be appreciated if you could provide the names of those who will be involved to [ ] by COB, 19 September STATINTL

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/s/ Michael J. Malanick

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